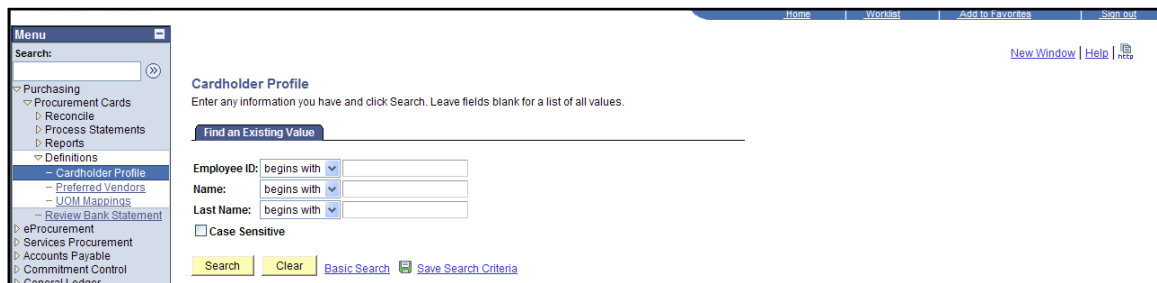


Procurement Cards

Proxy – as a proxy to a cardholder, you are able to reallocate the p-card transactions in PSFT.

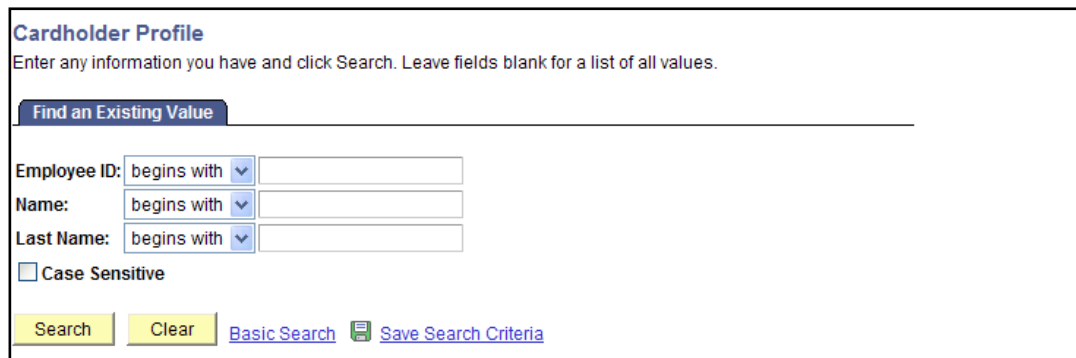
Instructions: Adding yourself as Proxy to a cardholder

Navigation: Purchasing > Procurement Cards > Definitions > Cardholder Profile

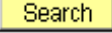


The screenshot shows the 'Cardholder Profile' search page. On the left is a 'Menu' sidebar with options like Purchasing, Definitions, and eProcurement. The main area is titled 'Cardholder Profile' and contains a search form with fields for Employee ID, Name, and Last Name, each with a 'begins with' dropdown. There is a 'Find an Existing Value' button, a 'Case Sensitive' checkbox, and 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons at the bottom.

1. Enter the Employee ID or type in Last Name of the Cardholder



This is a close-up of the search form. It includes the title 'Cardholder Profile', a search instruction, a 'Find an Existing Value' button, and three input fields: 'Employee ID: begins with', 'Name: begins with', and 'Last Name: begins with'. Below these is a 'Case Sensitive' checkbox and a row of buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

2. Click on the Search  button. From the list, choose the cardholder you wish to add yourself as proxy.

Cardholder Profile
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Employee ID: begins with

Name: begins with

Last Name: begins with

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-7 of 7 Last

Employee ID	Name	Last Name
0431916	Deschamp,Derrick Micheal	DESCHAMP
0455119	Deschamp,Michael A	DESCHAMP
0223880	Deschene,Carmelle	DESCHENE
0485488	Deschene,Jonathan Patrick	DESCHENE
0560438	Deschene,Joshua	DESCHENE
7004304	Deschene,Norman D	DESCHENE
7005301	Deschene,Priscilla	DESCHENE

- Choose the "Card Data" Tab and the "Proxies" hyperlink

Personal Data **Card Data**

Deschene,Priscilla

Card Data Customize Find First 1 of 1 Last

Credit Card **REF**

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Date Issued	Proxies	Default Distrib
80100	GE	*****6989	08/31/2009	08/14/2006	Proxies	Default Distrib

Save **Return to Search** **Previous in List** **Next in List** **Notify**

[Personal Data](#) | [Card Data](#)

NOTE: The Card Data tab provides individual cardholder information. A program has been developed that will automatically update new cardholders from SAM into PSFT. We will run the program once a month right before we bring transactions into PeopleSoft. The Cardmember Number is the cardholders Employee ID plus the last four digits of the cardnumber.

NOTE: The information in the Personal Data tab is brought over from HR and it is for read purposes only.

- Click on the Proxy Tab. This page defines which users are allowed to access cardholder information such as purchases made as well as being able to reallocate transactions. To add yourself or someone else as a proxy, hit the plus sign and enter *your or their* NDGOV sign on. You can use the lookup glass to search for it. Once you have added the proxy, click "OK" and then "SAVE".

Assign Proxies

Deschene, Priscilla

GE Card Number: *****6989

*User ID	Description	*Role	Requester Default	Buyer Default	
UIGRONVOLD@ND.GOV	Gronvold, Lynn I	Purchasing Card Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

OK Cancel

DEFAULT DISTRIBUTION – You can add a default distribution to your cardholders. There is a Multi-Line that lets you choose a SpeedChart or a Single Line that allows you to choose separate chartfields. You may only choose one to be your default.

You need to be in the Cardholder Profile. Navigation: Purchasing > Procurement Cards > Definitions > Cardholder Profile. Choose the Card Data Tab.

Multi-Line Distribution Default

Instructions: Adding a speedchart as a default to a cardholder.

Click on the Default Distribution Link

Deschene, Priscilla

Card Data

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Date Issued	Proxies	Default Distrib
80100	GE	*****6989	08/31/2009	08/14/2006	Proxies	Default Distrib

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

Multi-Line Distribution Default

Instructions: Adding a speedchart as a default to a cardholder.

Click “Use Multi-Line Distribution” and choose a SpeedChart you want as the default for that cardholder. Click “OK” and then “Save”.

Default Accounting Distribution

Deschene, Priscilla

GE Card Number: *****6989

Default Values

Ship To: PO_HEADER

Distribution Choices

☐ Use Single-Line Distribution

☒ Use Multi-Line Distribution

Use Multi-Line Distribution

Primary Permission List:

SetID	SpeedChart Key	Description	Default	Show SpeedChart
80100			<input type="checkbox"/>	Show SpeedChart

OK Cancel

Single_Line Distribution Default

Click “Use Single-Line Distribution”

Default Accounting Distribution

Deschene, Priscilla

GE Card Number: *****6989

Default Values

Ship To: PO_HEADER

Distribution Choices

☒ Use Single-Line Distribution

☐ Use Multi-Line Distribution

Use Single-Line Distribution

GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Subsys_PC_BU
80100													

OK Cancel

Here is where you would enter the chartfields you want as your default. Click “OK” and then “Save”.

Reconcile Cardholder’s Transactions

Navigation: Purchasing > Procurement Cards > Reconcile > Reconcile Statement

This component allows you to review P-card transactions. When doing a search, the system will only allow you to review transactions of those employees you have proxy rights to.

Reconcile Statement Search

Role Name:
Employee ID:
Employee Name:
Card Issuer:
Card Number:
Transaction Number:
Sequence Number:
Line Number:
Billing Date:
Statement Status:
Budget Status:
Chartfield Status:
Merchant:
Transaction Date:
Charge Type:
Posted Date:

- If you leave all search fields blank, and click , you will see all of your cardholders you are proxy to. You can click on any heading and have them sorted in order. For example, if you want to see all of your cardholder's in alphabetic order, click the heading "Employee Name".

Reconcile Statement


Procurement Card Transactions

☐ Display Unmasked Card Number

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error	Ref
1	<input type="checkbox"/> Carlson,Dallas	GE	*****6287	02/11/2008	IACIS	Approved	50.00	USD	Recycled	No	No	
2	<input checked="" type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/28/2008	ATSSA	Approved	190.00	USD	Recycled	No	No	
3	<input type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/26/2008	ATSSA	Approved	95.00	USD	Recycled	No	No	
4	<input type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	3,230.00	USD	Recycled	No	No	
5	<input type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	25.00	USD	Recycled	No	No	
6	<input type="checkbox"/> Lien,Larry	GE	*****6963	02/26/2008	CATCO	Approved	34.98	USD	Recycled	No	No	
7	<input type="checkbox"/> Stanley,Ronald	GE	*****2870	01/04/2008	BODY ACTIVE	Approved	-364.74	USD	Valid	Yes	No	

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

2. Choose this icon  on the transaction you want to reallocate.

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number

Bank Statement Customize | Find | View All | First | 1-7 of 7 | Last

Transaction	Billing	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1	<input type="checkbox"/>	Carlson,Dallas	GE	*****6287	02/11/2008	IACIS	Approved	50.00	USD	Recycled	No	No
2	<input checked="" type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/28/2008	ATSSA	Approved	190.00	USD	Recycled	No	No
3	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/26/2008	ATSSA	Approved	95.00	USD	Recycled	No	No
4	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	3,230.00	USD	Recycled	No	No
5	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	25.00	USD	Recycled	No	No
6	<input type="checkbox"/>	Lien,Larry	GE	*****6963	02/26/2008	CATCO	Approved	34.98	USD	Recycled	No	No
7	<input type="checkbox"/>	Stanley,Ronald	GE	*****2870	01/04/2008	BODY ACTIVE	Approved	-364.74	USD	Valid	Yes	No

☒ Select All ☐ Clear All Stage Verify Approve

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Save Notify Refresh

3. The Account Distribution page displays the distributions for this transaction. You can change the distributions singularly for each field, or select a speedchart.

Reconcile Statement

Account Distribution

Line: 7 PO Qty: 1.0000 UOM: EA
 Billing Date: 03/03/2008 Billing Amount: USD 190.00 Price: 190.00000
 SpeedChart: Unit Price 190.00000 *Distribute by: Amount

Distributions Customize

Chartfields	Details/Tax	Asset Information	Statuses									
Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity
1	100.0000	190.00	USD	80100	611010	801	200	0150	80130			

OK Cancel Refresh

4. Click OK on the Account Distribution Page and then Save on the Procurement Card Transactions page.
5. Once you have reallocated, you will see that the Chartfield Status column says "Valid" and the Redistrib column says "Yes".

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number

Bank Statement

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error	Reference	Description
1	<input type="checkbox"/> Carlson,Dallas	GE	*****6287	02/11/2008	IACIS	Approved	50.00 USD		Recycled	No	No		
2	<input checked="" type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/28/2008	ATSSA	Approved	190.00 USD		Valid	Yes	No		
3	<input type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/26/2008	ATSSA	Approved	95.00 USD		Recycled	No	No		
4	<input type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	3,230.00 USD		Recycled	No	No		
5	<input type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	25.00 USD		Recycled	No	No		
6	<input type="checkbox"/> Lien,Larry	GE	*****6963	02/26/2008	CATCO	Approved	34.98 USD		Recycled	No	No		
7	<input type="checkbox"/> Stanley,Ronald	GE	*****2870	01/04/2008	BODY ACTIVE	Approved	-364.74 USD		Valid	Yes	No		

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

6. If you click on the “Yes”, you will see the date, time and who has modified that transaction.

Reconcile Statement

Redistribution History


Line: 7

Redistribution History [Customize](#) [Find](#) [First](#) [1-2 of 2](#) [Last](#)

	Last Change Date	User Modify
1	04/07/2008 12:51:50PM	DMSCHUMACHER@ND.GOV
2	04/07/2008 1:06:01PM	DMSCHUMACHER@ND.GOV

[Return](#)

SPLIT LINES

Using the [Split Line](#) enables you to use multiple Speed Charts. Once you split the transaction into separate lines, you can go into the  link and use a separate speed chart for each transaction line. Click the [Split Line](#).

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number

Bank Statement Customize | Find | View All | First 1-7 of 7 Last

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1 <input type="checkbox"/> Stanley, Ronald	GE	*****2870	01/04/2008	BODY ACTIVE	Approved	-364.74	USD	Valid	Yes	No	
2 <input type="checkbox"/> Lien, Larry	GE	*****6963	02/26/2008	CATCO	Approved	34.98	USD	Recycled	No	No	
3 <input type="checkbox"/> Deschene, Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	3,230.00	USD	Recycled	No	No	
4 <input checked="" type="checkbox"/> Deschene, Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	25.00	USD	Recycled	No	No	
5 <input type="checkbox"/> Deschene, Priscilla	GE	*****6989	02/26/2008	ATSSA	Approved	95.00	USD	Recycled	No	No	
6 <input type="checkbox"/> Deschene, Priscilla	GE	*****6989	02/28/2008	ATSSA	Approved	190.00	USD	Valid	Yes	No	
7 <input type="checkbox"/> Carlson, Dallas	GE	*****6287	02/11/2008	IACIS	Approved	50.00	USD	Valid	Yes	No	

☒ Select All ☐ Clear All Stage Verify Approve

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Save Notify Refresh

You will come to this screen.

Reconcile Statement

Split Transaction

Line: 4

Trans Date: 02/25/2008 Billing Amount: 25.00 USD

Posted Date: 03/03/2008 Reference:

Merchant: ATSSA

Description:

Split Rules Customize | Find | View All | First 1 of 1 Last

Description	Transaction Amount	Billing Amount	Percentage
	25.00	25.00	100.000000

OK Cancel

You can split the transaction out by dollar amount or by percentage. Just remember that if you are splitting it out by percentage, it has to equal 100.

Reconcile Statement

Split Transaction

Line: 4

Trans Date: 02/25/2008 Billing Amount: 25.00 USD


Posted Date: 03/03/2008 Reference:

Merchant: ATSSA

Description:

Split Rules				
Description	Transaction Amount	Billing Amount	Percentage	
	12.50	12.50	50.000000	+ -
- 2	12.50	12.50	50.000000	+ -

OK Cancel


Once you have created all your separate splits, click .









Reconcile Statement


Procurement Card Transactions

☐ Display Unmasked Card Number




Bank Statement


Transaction Billing 


	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Chartfield Status	Redistrib	Voucher Error
1	<input type="checkbox"/> Carlson,Dallas	GE	*****6287	02/11/2008	IACIS	Approved	50.00	USD		Valid	Yes	No
2	<input checked="" type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	12.50	USD		Recycled	No	No
3	<input type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	12.50	USD		Recycled	No	No
4	<input type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	3,230.00	USD		Recycled	No	No
5	<input type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/26/2008	ATSSA	Approved	95.00	USD		Recycled	No	No
6	<input type="checkbox"/> Deschene,Priscilla	GE	*****6989	02/28/2008	ATSSA	Approved	190.00	USD		Valid	Yes	No
7	<input type="checkbox"/> Lien,Larry	GE	*****6963	02/26/2008	CATCO	Approved	34.98	USD		Recycled	No	No
8	<input type="checkbox"/> Stanley,Ronald	GE	*****2870	01/04/2008	BODY ACTIVE	Approved	-364.74	USD		Valid	Yes	No

☒ Select All ☐ Clear All  Stage Verify Approve

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

 Save  Notify  Refresh

Now you can go into  link for each line and use a separate SpeedChart.

Press  Save after all the changes have been entered.